

TEACHING INTERN PROCESS CHECKLIST

YEAR ONE - TEACHING INTERN CERTIFICATE STEPS:

Feel free to call the number below after you review this information.

1. BEFORE APPLYING FOR INTERN CERTIFICATION

A. One of the following:

- i. A passing score on one or more of the subject knowledge portion(s) of the Arizona Educator Exams ([AEPA](#) or [NES](#)) in the subject area you are applying for.
- ii. Master's degree in the subject area you are applying for, verified by submitting official transcript(s).
- iii. If a subject knowledge proficiency assessment is not offered, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution.

****Middle School grade exams are not acceptable for the Intern Certificate; contact me at 602.542.5344**

B. **IVP** Fingerprint card – AZ Department of Public Safety (602-223-2279)

NOTE: Effective January 1, 2008, per Arizona State Statute A.R.S. 15-106, an applicant who applies for a teaching certificate shall submit an Identity Verified Prints (IVP) Fingerprint card. "Non-IVP" Arizona fingerprint clearance card issued on or after January 1, 2008 will NOT be accepted.

C. Official university/college transcripts showing degree conferred; Bachelor's or above from an accredited school.

D. Structured English Immersion Training verifying 3 semester hours (official transcripts) or 45 clock hours (certificate) of state approved Structured English Immersion training for either the provisional or full SEI endorsement.

Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.

For approved SEI coursework training see:

<http://www.azed.gov/english-language-learners/sei/endorsement-training/> **OR**

contact the Office of English Language Acquisition Services unit at 602-542-0753

E. Letter of verification indicating the candidate is enrolled in an Arizona State Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program. *(Must be signed by an approved designee. See list of approved institutions for contact information.)* [\(link to approved programs\)](#)

2. APPLY FOR A JOB (neither list is all inclusive)

See [Arizona Education Employment Board](#) (AEEB) for some job openings **OR**

Apply directly to [School Districts](#)

3. APPLYING FOR INTERN CERTIFICATION AT ADE

A. [Application for Teaching Intern Certificate](#)

B. Submit all required documents (1.a-e)

C. \$120 check, money order or cashier's check. (\$60 for Intern Certificate/\$60 for SEI endorsement)

D. Mail or bring all required items to 1535 W Jefferson, Phoenix, AZ 85007; certification desk

TEACHING INTERN PROCESS CHECKLIST

YEAR TWO

1. Qualification for the initial issuance of the teaching intern certificate outlined in State Board of Education Rule R7-2-614 (E)(5).
2. Letter from university/college indicating intern is making satisfactory progress (signed by approved designee).
3. Official university/college transcripts documenting the completion of the required coursework
4. The submission of an '[Extension of Teacher Intern Certificate](#)' application. There is no fee to extend the certificate.
5. If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).

Note: It is recommended that the appropriate Professional Knowledge exam be passed, along with the AZ & US Constitution requirements, during the first semester of the second year to ensure ample processing time for the provisional teaching certificate prior to expiration of teaching intern certification.

APPLICATION FOR PROVISIONAL TEACHING CERTIFICATE

THE HOLDER OF THE TEACHING INTERN CERTIFICATE MAY APPLY FOR AN ARIZONA PROVISIONAL TEACHING CERTIFICATE UPON THE COMPLETION OF THE FOLLOWING:

1. Submission of an Institutional Recommendation (IR) verifying the successful completion of an Arizona State Board authorized alternative path to certification program or an Arizona State Board approved teacher preparation.
2. One of the following:
 - a. A passing score on the required NES Assessment of Professional Knowledge.
 - b. A passing score on the required AEPA Professional Knowledge exam.
 - c. Three years of full-time teaching at the appropriate level.
3. Full Structured English Immersion (SEI) endorsement.
4. Arizona/US Constitution.
5. \$60 check, money order or cashier's check. (\$30 for Provisional, \$30 for SEI)